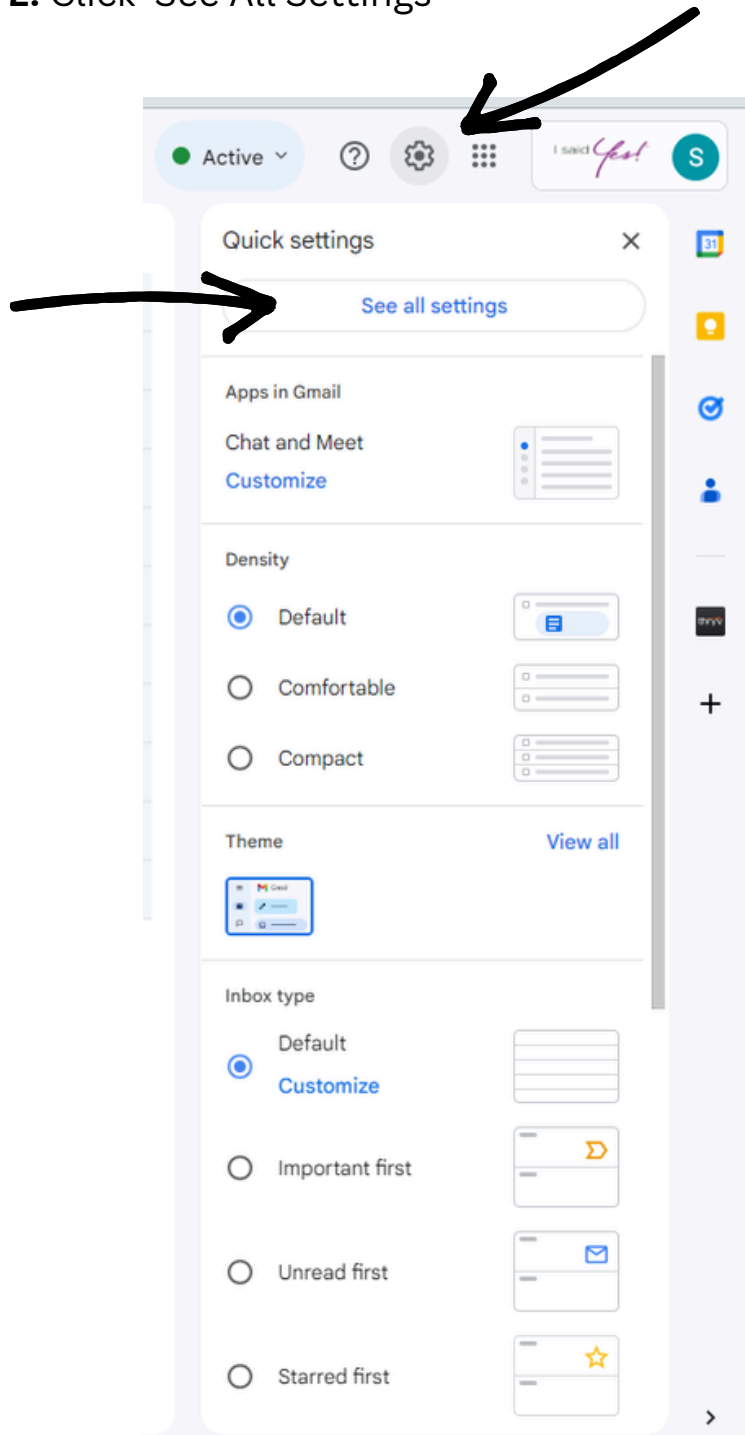# Create A Gmail Template

Step 1: Go to Settings in your Gmail Account by clicking the gear in the top right corner.

Step 2: Click 'See All Settings'
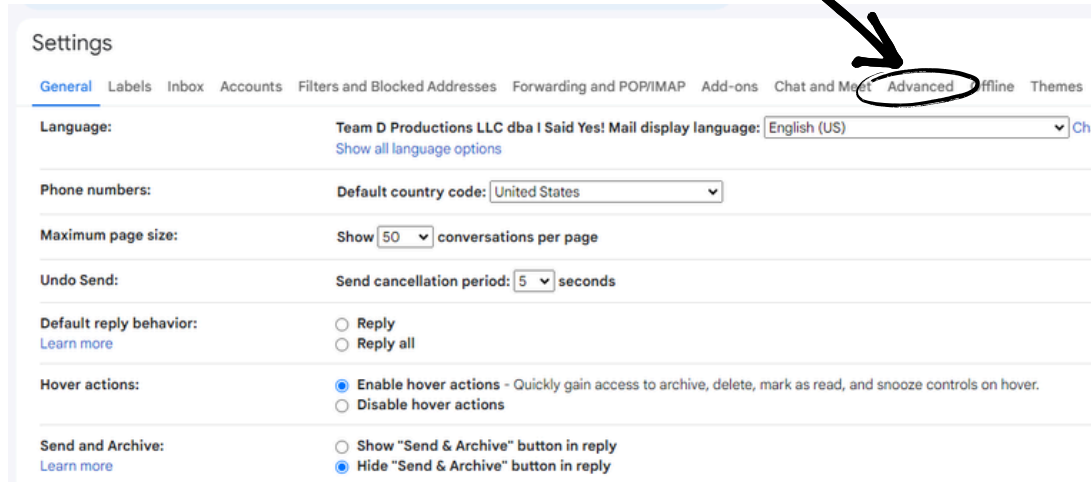
Create A Gmail Template

Step 3: Click Advanced

Step 4: Next to Templates, Toggle On Enable

Step 5: At bottom of screen, Click to 'Save Changes'

Create A Gmail Template

Step 6: Compose an email

Step 7: Create the subject line for your template and compose the body of your email.

Include links to blogs, pricing kits, media kits, appointment schedulers.

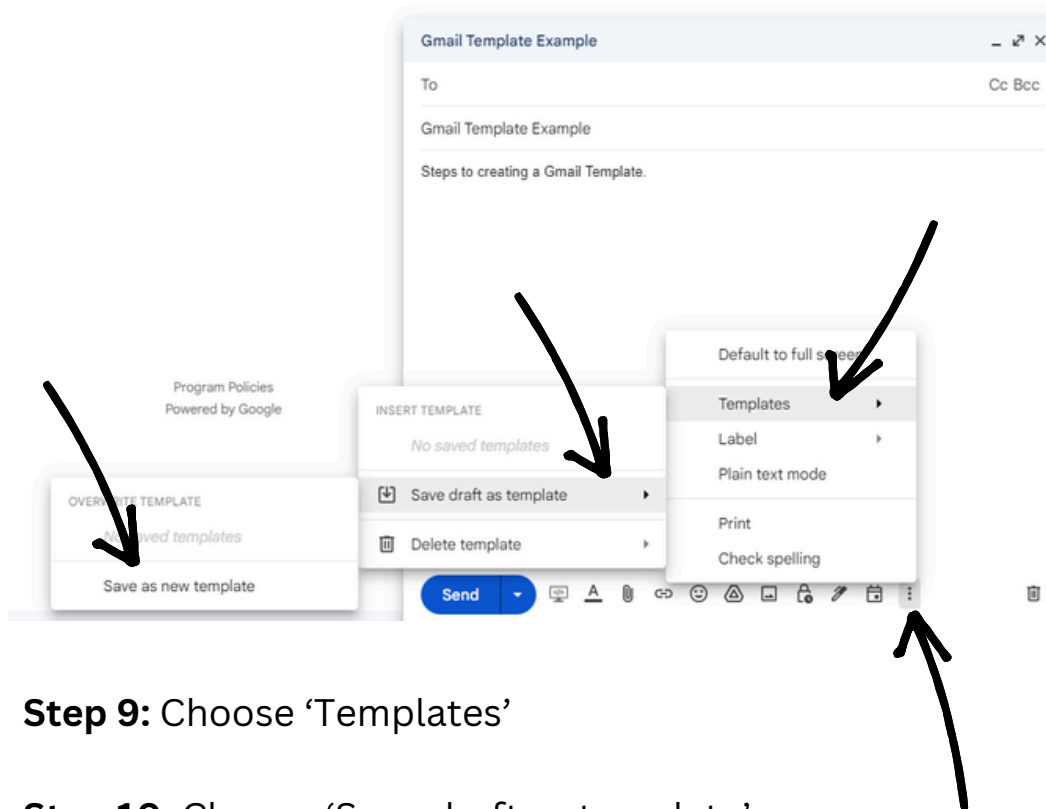Make sure your signature is set to automatically add.
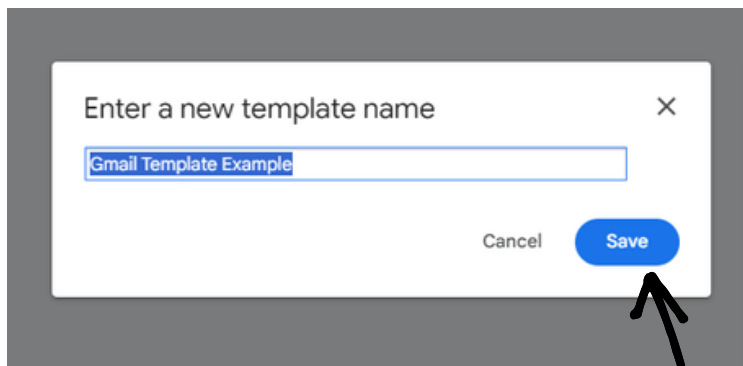
Create A Gmail Template

Step 8: Click the 3 little dots at the bottom of your screen

Step 9: Choose 'Templates'

Step 10: Choose 'Save draft as template'

Step 11: Choose 'Save as new template'

Step 12: Name the template

Step 13: Click 'Save'

Create A Gmail Template
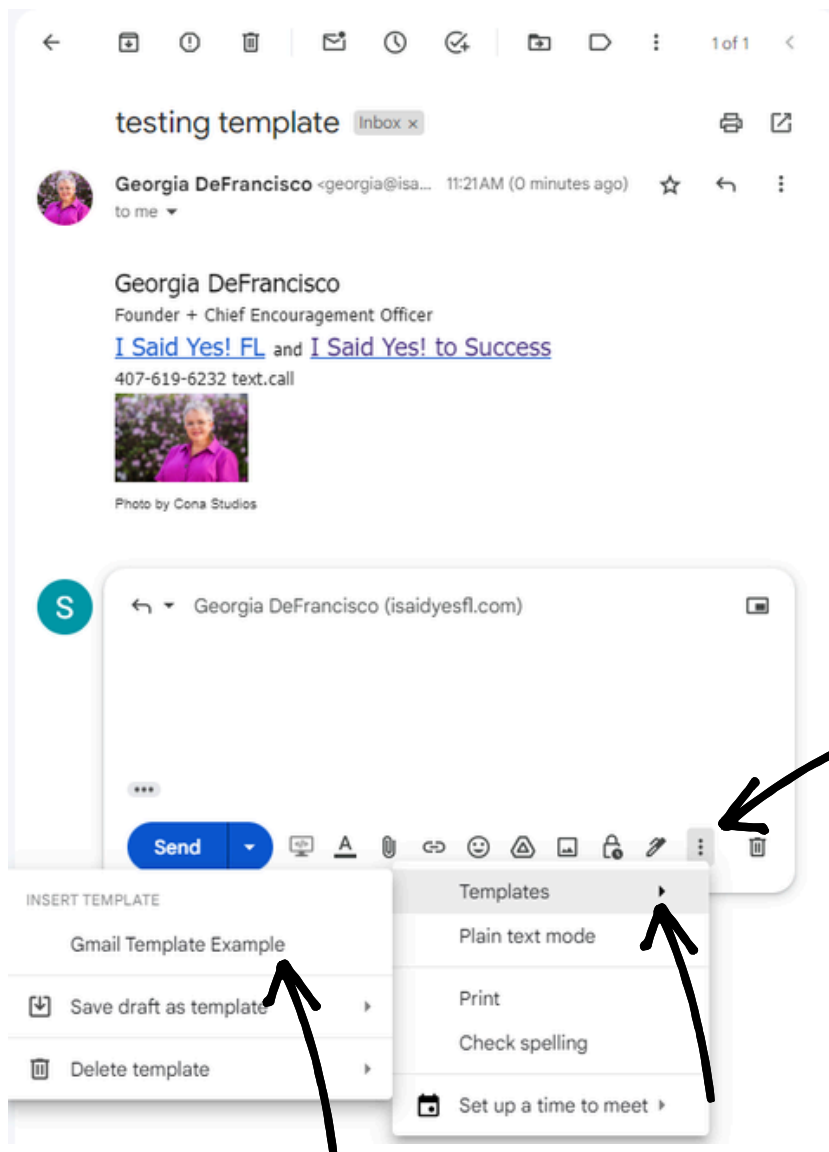
To Use Your Templates

Step 14: Reply To or Compose an New Email

Step 15: Click the 3 dots

Step 16: Click Templates

Step 17: Choose the Template

Step 18: Make changes and Send

I said Yes! to Success

isaidyestosuccess.com